



RHODE ISLAND BOARD OF GOVERNORS FOR HIGHER EDUCATION

A regular meeting of the Rhode Island Board of Governors for Higher Education was held on Monday, August 22, 2011, at University of Rhode Island, W. Alton Jones Campus, West Greenwich, Rhode Island. Chair Lorne Adrain declared a quorum present and called the meeting to order at 5:40 p.m.

Present: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Jane Sherman, Michael Tikoian, and Joseph White

Absent: George Caruolo, William Maaia, Thomas Rockett and John Walsh

1. ACCEPTANCE OF THE AGENDA

On a motion duly made by Michael Tikoian and seconded by Jane Sherman it was

VOTED: That the Board of Governors for Higher Education accept the agenda for the meeting of August 22, 2011.

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

2. APPROVAL OF THE MINUTES

On a motion duly made by Joan Abrams and seconded by Michael Tikoian it was

VOTED: That the Board of Governors for Higher Education approve the minutes of the June 27, 2011 meeting.

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

3. COMMUNICATIONS/ANNOUNCEMENTS

Chair Adrain introduced the newest addition to the Office of Higher Education, Mr. Michael Trainor. Mr. Trainor is the new Special Assistant to the Commissioner. He asked that everyone join in with him in welcoming Mr. Trainor.

4. REPORT OF THE CHAIR

Chair Adrain welcomed everyone and thanked President Dooley for hosting tonight's Board meeting. The Chair invited Tom Mitchell, Director of URI's Alton Jones Campus to share some history on the Alton Jones Campus with the Board.

Prior to Mr. Mitchell's presentation, Dr. Dooley welcomed everyone to the Alton Jones Campus of the University of Rhode Island. President Dooley introduced Mr. Mitchell and asked that he share the history of the campus.

Mr. Mitchell welcomed everyone to the Campus, and explained how the University came to acquire the Jones Campus. In 1962, Mr. W. Alton Jones, the president of the Citgo City Services Corporation was killed in a plane crash. Upon his death, his widow contacted the caretaker of the property and indicated she would like to donate the property to the University. Shortly thereafter, the University was given the keys to the 2300 acre estate.

Today, the campus is used as a place for reflection for adults to meet and think. There is also an environmental education center focused on providing hands on education to young school children. Lastly, the Campus provides research for faculty and staff.

In 2010, 19,416 visited the Alton Jones Campus. Slightly half of them came as guests of the Whispering Pines Conference Center. The Campus held 59 social events with 4,800 individuals attending and another 6,000 individuals attended a total of 191 meetings held at the campus. At the Environmental Education Center, the Campus provided services to 8,400 students, 4,000 of them were in school programs, while another 1,700 were in summer camps.

In 2012, the Campus will celebrate 50 years. A series of celebrations are being planned and invitations will be sent. Mr. Mitchell thanked the board for the pleasure and privilege to address it and hopes that the Board will take part in the upcoming celebration.

Chair Adrain thanked Mr. Mitchell for his presentation. He also thanked the Board and the staff for doing a great deal of good work this summer and for their participation in Director Richard Licht's commission which is looking at higher education in Rhode Island as a consequence of initiatives on the part of the legislature.

5. OPEN FORUM

Mr. Joseph Allen addressed the Board and all others in attendance. He indicated that there is a serious effort to restructure higher education in the State of Rhode Island. At the end of the assembly session, H-1677 was a house bill that was designed to basically dissolve the Board and consolidate both the Board of Regents and the Board of Governors into one board of education. Mr. Allen indicated that he had submitted legislation against the bill to ensure that it did not happen as quickly as it was about to happen. He provided the Board with a few thoughts on restructuring higher education and highlighted the following areas:

- Divide CCRI into two institutions: CCRI—URI and CCRI—RIC.
- Link each two year college academically and administratively to its four year host. (Minimal administrative support is needed for the two year colleges in that respect because the administration and the academic functions are tied directly to the four-year institutions).
- Both CCRI institutions will provide complete academic readiness programs for underprepared students.
- Divide the academic readiness program into two sub-programs:
 - college academic readiness for students moving into associate degree programs or moving into the four year program; and
 - voc-tech academic readiness for students in certificate programs.
- All college level courses will be courses that are offered at the four-year school with no separate two-year curriculum.

Mr. Allen concluded his presentation and thanked the Board for their time.

6. REPORT OF THE COMMISSIONER

Commissioner Di Pasquale began his report by introducing the newest member of the Office of Higher Education, Mr. Michael Trainor. He explained that Mr. Trainor is still a part of the Governor's team that has been transferred to the Office of Higher Education. The Governor's Office will continue to pay his salary during the course of this next year. He is being assigned to us as Special Assistant to the Commissioner. He will be taking on the bulk of marketing and communications and will be the liaison to the Government Relations Committee. Mr. Trainor brings a wealth of experience from private industry in the areas of marketing and communications.

Mr. Trainor expressed his appreciation for the warm welcome and looks forward to working with each member of the Board.

Commissioner Di Pasquale continued his report noting that the next couple of weeks are very important as the institutions open the schools to begin their fall semester. Rhode Island College is scheduled to open on August 29th and the University and Community College will begin classes on September 7th. He reported that for the most part enrollments appear to be somewhat stable and perhaps even show some small increases.

This evening the capitol expense planning process and the five-year capital improvement plan will be presented to the Board. These plans, which have been reviewed by the Facilities and Finance Committee, will be discussed later this evening by the Board's Vice Chair.

It is also important to note that the 2013 operating budget process has begun. Each institution will submit their budget request to the Office of Higher Education later this week. It is a very difficult process. It will be reviewed and considered at the next Facilities, Finance and Management Committee meeting and the final budget proposal will be presented to the Board at its September meeting.

The Commissioner reminded the institutions that the fiscal year is closing out and the state auditor general will be looking for our submission to him by September 30th.

The fire safety upgrades at all three institutions are continuing. Much of the work will be done by September 30th, when the grant will end.

We have submitted our CACG application to the US Department of Education and while the state continues to be challenged a bit by the maintenance of effort requirement due to cuts in our state funding, we are hopeful that we will have a favorable response from that as well. We are also working on our longitudinal data study pilots. All data agreements have been signed and the state Division of Purchasing has approved a contract with Providence Plan.

Commissioner Di Pasquale informed the Board that he has been nominated and has accepted an appointment to the National Advisory Committee on College Readiness. The Rhode Island team will be attending the national meeting in September to address the development of state strategies for the involvement of post-secondary education.

Finally, the Academic and Student Affairs unit of OHE will be meeting next month with four project directors for the STEM Title 2A professional development grants to review status and discuss common challenges.

7. NEW BUSINESS

a. Approval of a Naming Opportunity for the Fitness and Wellness Center at URI

On behalf of the University of Rhode Island, Dr. Dooley proposed that the Roger Williams Fitness and Wellness Center be named the Anna Fascitelli Fitness and Wellness Center. Anna Fascitelli is the deceased mother of URI alumnus and donor Michael Fascitelli. Mr. Fascitelli is a strong proponent of improving student life at the University of Rhode Island and was attracted by the possibility of giving a seed gift to stimulate the renovation of the former dining center into a health and wellness center that will serve the entire student body. In honor of his lead gift in making this all possible, we are requesting that the building be named in honor of his mother and be designated the Anna Fascitelli Fitness and Wellness Center.

On a motion duly made by Eva-Marie Mancuso and seconded by Jane Sherman it was

VOTED:	That	the Board of Governors for Higher Education authorizes the naming of the Fitness and Wellness Center at the University of Rhode Island as the Anna Fascitelli Fitness and Wellness Center, and
	That	the Board of Governors submits this recommendation to the appropriate committee(s) of the General Assembly.
	Vote:	9 members voted in the affirmative and 0 members voted in the negative as follows:
	YEAS:	Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Jane Sherman, Michael Tikoian, and Joseph White
	NAYS:	0

b. Approval of an Exemption Request to the Board's Conflict of Interest and Nepotism Policy from the University of Rhode Island

President Dooley presented the University's request for an exemption to the Board's Conflict of Interest and Nepotism Policy in order to hire Karen Dougan, an extremely qualified candidate for a mathematics position whose spouse works for the University's Student Affairs department. As a member of the faculty Ms. Dougan would be subject to all of the guidelines and procedures of the AAUP collective bargaining agreement.

On a motion duly made by Amy Beretta and seconded by Joan Abrams it was

VOTED: That the Board of Governors for Higher Education approves an exemption to its Conflict of Interest and Nepotism policy regarding the University of Rhode Island's hiring of Karen Dougan

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Thomas Rockett, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

8. BOG COMMITTEE REPORTS and RELATED CONSENT AGENDA

a. Academic and Student Affairs

Governor Walsh provided Associate Commissioner Deborah Grossman-Garber with his report of the Academic and Student Affairs Committee to be presented to the Board in his absence. As stated in his report, Associate Commissioner Grossman-Garber noted that the initial meeting of the ASAC Committee took place on August 5, 2011. Governors Abrams, Rockett, Sherman and Walsh were in attendance. At that meeting, an overview of the institutions' Academic and Student Affairs units was given by a representative of each institution.

The meeting concluded with an engaging roundtable discussion between the Governors and the presenters. The Committee will be formulating areas of interest and goals in the coming weeks as they intend to support each institution in the areas determined to be of highest priority.

b. Facilities, Finance and Management

1. Approval of the 2013-2017 Capital Improvement Plan

Chair Takoian reported that the Facilities, Finance, and Management Committee met on Wednesday, August 3rd to review the Capital Improvement Plan and the lease agreement for office space at the URI Feinstein Providence Campus for the International Gallery for Heritage & Culture.

The Capital Improvement Plan has been rendered for the period 2013-2017. The system of higher education is requesting \$1.2 billion for its capital improvement plan for FYs 2013 to 2017.

At the August 3rd meeting, Dr. LaPanne explained the process and time table followed for the annual submission of the 5-year Capital Improvement Plan

Some of the highlights of this plan include the following:

The Nursing Education Center to be constructed in the Knowledge District of Providence:

- This building's cost is estimated in the report at \$65.2M.
- It was placed in the URI section of the database as the current budgeting structure does not have a place for system efforts.
- We will request that SBO makes this change in the reporting structure for future projects.
- This is a new 120,000 square foot building which will house both the School of Nursing for Rhode Island College and the College of Nursing for the University of Rhode Island.
- The next steps for this building include a request to the Legislature through the Governor's office for a referendum question on the 2012 ballot asking for the issuance of General Obligation Bonds of approximately \$58M to finance the construction of this building.

The University has requested \$871.4 million to support 45 projects. Of those 45 projects, 10 are new requests totaling \$141.8 million.

The new projects include a request for \$58M from FY 2013 through post FY 2017 for the renovation of the 5 historically significant buildings located in the Quadrangle. There is also a request for the Quinn Hall Interior Renovation project to begin in 2015 and a new Admission Building proposed to begin in 2016. Since these projects are contingent on other related projects, the Board will review these requests again in the future.

Rhode Island College is requesting \$205.9 million. This request is for pre-existing projects. In some cases, these are projects that have not been started but have been included in prior 5-year period reports. There are no new projects proposed in this CIP.

The Community College has made a request of \$115.3 million. This request is for pre-existing projects. These projects may not have commenced in construction but have been previously discussed and have been in the previous 5-year plans. There are no new projects proposed in this CIP for the Community College as well.

On a motion duly made by Michael Tikoian and seconded by Jane Sherman it was

VOTED: That the Board of Governors for Higher Education approves the FY 2013 through FY 2017 Capital Improvement Plan as presented.

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Thomas Rockett, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

2. Approval of a Lease Agreement for Office Space at the URI Feinstein Providence Campus for the International Gallery for Heritage & Culture

Chair Takoian presented the University's request for permission to enter into a lease agreement for office space in the Shepard Building in connection with the International Gallery for Heritage & Culture. The International Gallery for Heritage & Culture, a non-profit corporation, has a mission to create and support Rhode Islanders who celebrate the convergence of their artistic and cultural heritage.

This lease provides the International Gallery for Heritage & Culture with approximately 120 square feet of office space in Room 224 in the Shepard Building. While no rent will be charged, the International Gallery for Heritage & Culture is required to provide standard insurance and indemnification provisions in order to protect the University and the Board of Governors.

The lease has been approved by the University's General Counsel.

On a motion duly made by Eva-Marie Mancuso and seconded by Amy Beretta it was

VOTED: That the Board of Governors for Higher Education approves the lease between the University of Rhode Island and the International Gallery for Heritage & Culture, in regard to office space located in the Shepard Building; and

That the Lease be forwarded to the State Properties Committee for its approval.

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Thomas Rockett, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

c. Government Relations

Chair Mancuso reported that the Government Relations Committee met on July 27, 2011 at the Community College of Rhode Island. All the Committee was present, Governors Tikoian, Abrams, Constant and Walsh. The Committee heard a recap of the 2011 legislative session and received a report on the fiscal year 2012 budget impact, in particular, Article IX concerning the study that Director of Administration Richard Licht is undertaking.

The Committee discussed what the procedure would be going forward regarding the coordination of legislation to be filed coming from the institutions and requesting a deadline of November 15th for submission of legislation for review.

Chair Mancuso requested that a representative from all three institutions be in attendance at upcoming Government Relations Committee meetings when potential legislation being followed is to be discussed. This will allow her to streamline her testimony when necessary.

Copies of the March 2011 Campus Security Commission was distributed, and the issue of arming campus police at the three institutions was discussed. The Committee agreed to hold the issue and table it for further review.

Lastly, the Committee discussed a potential change in the tuition policy that would allow undocumented students who meet certain qualifications to pay in-state tuition. The qualifications are attendance at an approved Rhode Island High School for three or more years, graduation from that high school or a GED, and registration as an entering student or proof of current enrollment at one of the three public institutions of higher education would be accepted. One additional qualification that was discussed was the possibility of an affidavit stating the student or family was in the process of filing an application for lawful immigration.

The Committee heard from several individuals from the coalition of advocates for student opportunities who are in support of the initiative. After listening to the individuals and discussion, a motion was unanimously passed that the Government Relations Committee recommend changes to the Board's existing Residency Policy, incorporating the many elements of the related potential legislation and direct the Committee's staff to draft changes to the policy for the Committee's subsequent review.

The Committee will follow-up at their next meeting on September 19th to approve the actual language for submission to the Board for approval at the Board meeting on September 26, 2011.

d. Personnel

Joseph White, Chair of the Personnel Committee reported that the Committee will hold annual evaluations of the Presidents and the Commissioner. The first annual evaluations are scheduled for Thursday, the 25th of August. At that meeting, the Committee will review the Management Letters prepared by the Presidents, and will engage in a healthy dialogue on past performance and setting goals and expectations for the upcoming year.

The Committee has been tasked to give an advisory opinion to the Chair and Vice Chair regarding contract renewals for the presidents and has been studying various data accumulated by the staff and some of their own independent data. The Committee intends to give the Chair and Vice Chair a recommendation by the end of this month.

e. Quality, Continuous Improvement and Innovation

Chair Beretta indicated that the committee had not met since its last report. They are scheduled to meet on August 23rd. The three institutions have been asked to have representatives present to discuss what metrics they have used to determine quality within their institutions. There will also be a presentation from the Rhode Island Office of Higher Education data warehouse's Center from Labor Market Studies on what the information being gathered means and how it can better be used.

f. Student Advisory

Chair Constant indicated that the Committee has not yet met with its new representatives and therefore she did not have a report.

9. ADDITIONAL CONSENT AGENDA

Recommendation from the Personnel Review Committee

President Carriuolo provided the board with background information on both of Committee's recommendations. She stated that the College had a Director of Alumni Affairs position. After consideration, the College is now asking to expand the position to Executive Director, Alumni and College Relations. The College is asking to move this position from a PSA grade 13 to a BOG grade 14. Should the Board approve this recommendation; the position will be advertised noting that the position will be a BOG position.

The second request is to establish a new Coordinator, Math Learning Center, OASIS, who would oversee that there is appropriate staffing for the on campus tutoring.

On a motion moved by Tessa Constant and seconded by Eva-Marie Mancuso it was

**VOTED:
(Item 9d)**

That the Board of Governors for Higher Education approves the Personnel Review Committee's recommendations as follows:

At Rhode Island College:

- Change existing Director, Alumni Affairs position PSA grade 13 to Executive Director, Alumni and College Relations, BOG grade 14;
- Establish new classification of Coordinator, Math Learning Center, OASIS as BOG grade 9

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Thomas Rockett, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

10. PRESIDENTS' REPORTS

a. Community College of Rhode Island

President Di Pasquale indicated that the Community College expects an enrollment of close to 17,800 for the fall. The first drop of students for non-payment is approximately 2,100, as customarily occurs during this time of year. Enrollment will continue during this late registration period.

The College had a very strong open house recruiting day for the Engineering and Technology Department which is providing a new opportunity to learn smart grid and earn a certificate. At the end of the day, the program had seven new enrollees and the related Engineering Systems Technology program gained two more students.

The college celebrated the accomplishments of the students from the first CCRI Opticianry class during a pinning ceremony on July 6th. The program graduated nine students.

The College's Opening Day convocation will be held on Tuesday, September 6th at the Warwick Campus. Everyone is welcome.

b. University of Rhode Island

Dr. Dooley presented the Board with a copy of the September 2011 issue of *Smart Money Magazine* published by the Wall Street Journal. The article entitled *Colleges That Help Grads Get Top Salaries* compares Ivy League versus Public Colleges. Ivy League institutions got an "F", while the University got an "A". This report looks at how much it costs to attend an institution, compared to the salaries its graduates earn upon graduation and, based on surveys, 10 years into their career. When calculating the cost, they do not take into account anything other than non-resident tuition with no financial aid.

c. Rhode Island College

President Carriuolo provided the Board with a copy of the College's self-study that was prepared for the New England Association of Schools and Colleges. This project was undertaken by the entire college community. NEASC has indicated that they are very pleased with the self-study and would like to use it as a model.

As referenced in her written report to the Board, she added:

- The College will open its academic season on August 24th with our traditional morning coffee hour. Vice Chair Tikoian will be in attendance representing the Board.
- Three students at the College, Benjamin Silva, Heideh Shadravan and Kristen Kichfski all received national recognition in their fields.
- The American Democracy Project will partner with NBC 10 again for the 2012 election campaign.

- Members of the Rhode Island Dance Company have an entry in a national competition in Colorado.
- The Rhode Island College Art Club has been asked to create murals to promote autism awareness.
- The College is one of only 6 colleges in the County to work with the Holocaust Museum on a Holocaust education project.
- The College will develop a certificate of study in Green Enterprise Management to be launched in late October 2011.
- Discussions are being held with the Northern YWCA regarding a charter school for young mothers.
- Rhode Island College was nominated for and has been accepted as a College of Distinction. These colleges are primarily independent institutions, but the selection committee has accepted a few public institutions.

As for enrollment figures, President Carriuolo stated the numbers are still in flux. As of August 19th, the target enrollment headcount shows 1.2% below the target for this point in the process in order to reach the fall 2011 enrollment goal. Actual headcount is currently running 0.4% ahead of this point in the process last year. The number of traditional freshmen is down by 16% compared to last fall, while the number of traditional transfers is up by 26%. Enrollment of Rhode Island residents is currently 86%.

11. UNFINISHED BUSINESS

Vice Chair Tikoian added that when the Facilities and Finance & Management Committee met, the three institutions were asked to provide their availability to meet and discuss why there are three nursing schools in Rhode Island. Each of the institutions is going to make a presentation relevant to their nursing programs to the Committee. Vice Chair Tikoian would like to extend an invitation to all the members of this Board to attend that meeting. He will advise of the date when it is confirmed.

Commissioner Di Pasquale added that the three deans of the institutions will be invited to make a presentation on their nursing program specific to Rhode Island College, the University of Rhode Island and the Community College. Each institution will provide everything from their numbers, their training, to their internships.

Governor Abrams suggested bringing the Academic and Student Affairs Committee together with Facilities when looking at the nursing programs. She feels the academic intention would be just as important as the facilities question. Chair Adrain asked that Associate Commissioner Deborah Grossman-Garber follow up on this with Governor Walsh, Chair of the Academic and Student Affairs Committee.

12. EXECUTIVE SESSION

Chair Lorne indicated that he would entertain a motion to enter into executive session to discuss an update on pending litigation pursuant to R.I.G.L. §42-46-5(a)(2) and an update on collective bargaining pursuant to R.I.G.L. §42-46-5(a)(2);

On a motion duly made by Jane Sherman and seconded by Eva-Marie Mancuso it was

VOTED: That the Board of Governors for Higher Education convene in executive session pursuant to R.I.G.L. §42-46-5(a)(2) for the reasons set forth above.

Vote: 9 members voted in the affirmative, and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Thomas Rockett, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

After a short break, the Board convened in Executive Session at 7:05 p.m.

All non-Board members in the audience were excused with the exception of Ray M. Di Pasquale, Commissioner and President of the Community College of Rhode Island; University of Rhode Island President David M. Dooley; Rhode Island College President Nancy Carriuolo; Ronald Cavallaro, General Counsel for the Board; Michael Trainor, Special Assistant to the Commissioner, Susan LaPanne, Associate Commissioner for Finance & Management, and Deborah Grossman-Garber, Associate Commissioner for Academic Planning & Policy.

The Board reconvened in open session at 8:18 p.m.

On a motion duly made by Jane Sherman and seconded by Joseph White it was

VOTED: That the Board of Governors for Higher Education seal the minutes of the executive session held this evening.

Vote: 9 members voted in the affirmative and 0 members voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta, Tessa Constant, Eva-Marie Mancuso, Thomas Rockett, Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

13. NEXT MEETINGS

Monday, September 26, 2011, 5:30 p.m. at the Community College of Rhode Island
Board Room 4090, Warwick

Tuesday, November 1, 2011, 5:30 p.m. at the Community College of Rhode Island
Board Room 4090, Warwick

14. ADJOURNMENT:

On a motion duly made by Michael Tikoian and seconded by Eva-Marie Mancuso it was

VOTED: That the Board of Governors for Higher Education adjourn.

Vote: 9 members voted in the affirmative, and 0 members
voted in the negative as follows:

YEAS: Lorne Adrain, Joan Abrams, Antonio Barajas, Amy Beretta,
Tessa Constant, Eva-Marie Mancuso, Thomas Rockett,
Jane Sherman, Michael Tikoian, and Joseph White

NAYS: 0

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Jane Sherman, Secretary